

## 12.826 PROCESSING PAYROLL/TIMEKEEPING

### **Reference:**

Cincinnati Municipal Code Chapter 308 - Employment  
Regulations  
FOP/City Labor Agreement  
AFSCME/City Labor Agreement  
Procedure 12.815 - Court Appearance  
Procedure 12.820 - Compensation for Court Attendance  
and Hearings  
Procedure 12.825 - Compensatory Time and Paid  
Overtime  
Procedure 16.130 - Nonsworn Employee's Daily Time  
Forms  
Procedure 19.140 - Outside Employment  
Automated Comp-Time Program User's Manual

### **Purpose:**

Provide guidelines and instruct personnel in the use of the Division's automated payroll/compensatory time program.

Facilitate the entry and tracking of payroll and compensatory time.

### **Policy:**

Administer and process compensatory time as outlined in Procedure 12.825, Compensatory Time and Paid Overtime.

Record compensatory time (earned and used) as outlined in the Automated Comp-Time Program User's Manual.

### **Procedure:**

#### A. Security:

1. District/section/unit/squad commanders are responsible for the integrity and security of their automated compensatory time system.
  - a. Assign a password to the database and give the password to the unit's systems administrator, timekeeper, and other appropriate personnel.
  - b. Assign a new password when deemed necessary, or when a change in the unit commander occurs.

B. Reports:

1. Districts/sections/units/squads are responsible for the following reports:
  - a. Maintaining monthly summary reports for assigned personnel in lieu of the individual Payroll Record of Compensatory Time Balance Year to Date (Form 69P).
  - b. Preparing the monthly Compensatory Time Report (Form 617) using the automated compensatory time program form.
  - c. Submitting the bi-weekly Payroll Attendance Report by 4:00 p.m. on the Monday following the end of the payroll period.
    - 1) If an error is found once the Payroll Attendance Report is submitted, prepare a Form 17 requesting a payroll correction.
  - d. Completing a Paid Overtime Report (Form 435) bi-weekly for increment, court, and position vacancy overtimes in addition to SWAT call ups.
2. Officers are responsible for completing an Overtime and Court Appearance Report (Form 68P) for contingency overtime details (Riverfest, etc.).
  - a. The officer's unit of assignment will submit a Form 435.
3. The Detail Coordination Unit is responsible for all overtime details, other than position vacancy overtime (PVO), and will submit a Form 435 to the Fiscal and Budget Section.
  - a. The Detail Coordination Unit will send the officer's original Form 68P, stamped "Form 435 already made," to his unit of assignment for data entry.

4. Fiscal and Budget Section is responsible for the following reports:

a. Selling of compensatory/holiday time

- 1) Personnel selling compensatory or holiday time must complete an Application for Leave of Absence (Form 25-S) in addition to signing the computer printed form listing the number of hours and specifying either compensatory or holiday time.

b. Selling of sick time

- 1) Personnel selling sick time must sign a preprinted Form 17 authorizing the deduction of sick time.

C. Other Data Entries:

1. Personnel must complete a Form 25-S for any time taken off.

- a. Mark the "Other" block when taking Fair Labor Standards Act (FLSA) time and state "FLSA."

2. Compensatory Time:

- a. The unit's timekeeper will print out and file in the individual's compensatory time folder the year-to-date balance of each individual's compensatory time as of December 31 each year, or upon transfer from the unit.

- 1) Retain the printout for the current year plus the previous year.

3. Holiday Time:

- a. Track holiday time separately from compensatory time.

D. Backup of Data:

1. Each district/section/unit/squad commander is responsible for maintaining a daily backup of the database on a floppy diskette. This will assure minimum reentry of data in the event of a computer crash.
  - a. To prevent damaging the diskette, note on the diskette jacket the date the backup is performed before placing the diskette in the jacket.
  - b. Use a new initialized diskette every six months.
2. Off site Storage
  - a. A 14 day copy of the backup diskette will be stored at the Fiscal and Budget Section.
    - 1) Every two weeks (on payday) deliver an updated diskette to the Fiscal and Budget Section and exchange it for the diskette containing the prior two weeks' information.

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